




## PRINTING A POSITION DESCRIPTION

1. From your SAP Easy Access screen enter transaction Code **PO13D** - Display Position in the command field.


2. Click the **Enter** button  or press **Enter** to continue.

3. In the Position box enter the 30 million position number that you want to print the PD for.

Plan version	Current plan
Position	30043727
Abbr.	

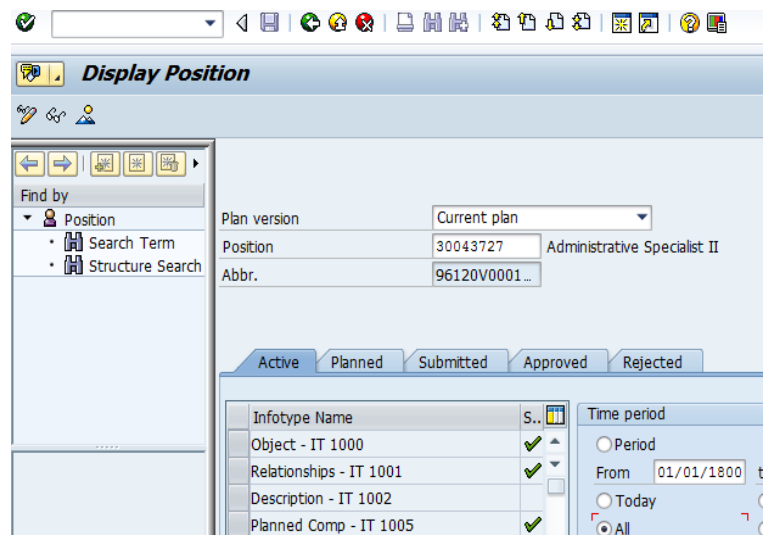
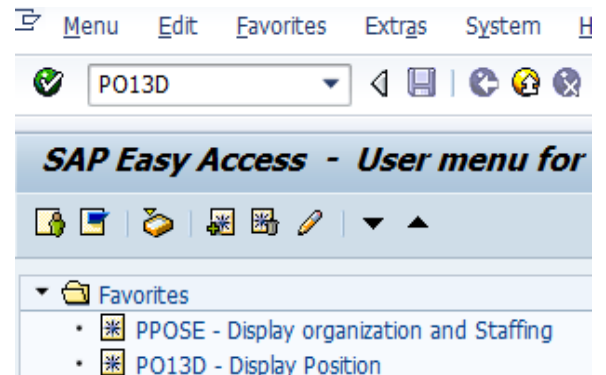
4. Under Time Period choose the **All** radio button

☒ All

5. Click the **Enter** button  or press **Enter** to continue

6. Under Infotypes Choose **KY Position Des – IT 9102**


7. Click the **Overview** button 

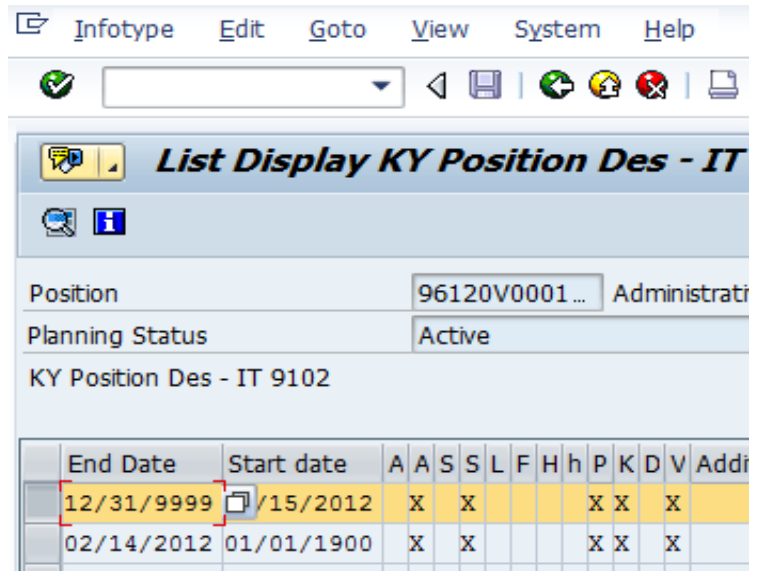


Infotype Name	S..	
Object - IT 1000	✓	
Relationships - IT 1001	✓	
Description - IT 1002		
Planned Comp - IT 1005	✓	
Vacancy - IT 1007	✓	
Acct. Assignment -IT 1008	✓	
Emp Grp/SubGrp - IT 1013	✓	
Cost Distribution-IT 1018	✓	
Adl Position Info-IT 9101	✓	
KY Position Des - IT 9102	✓	




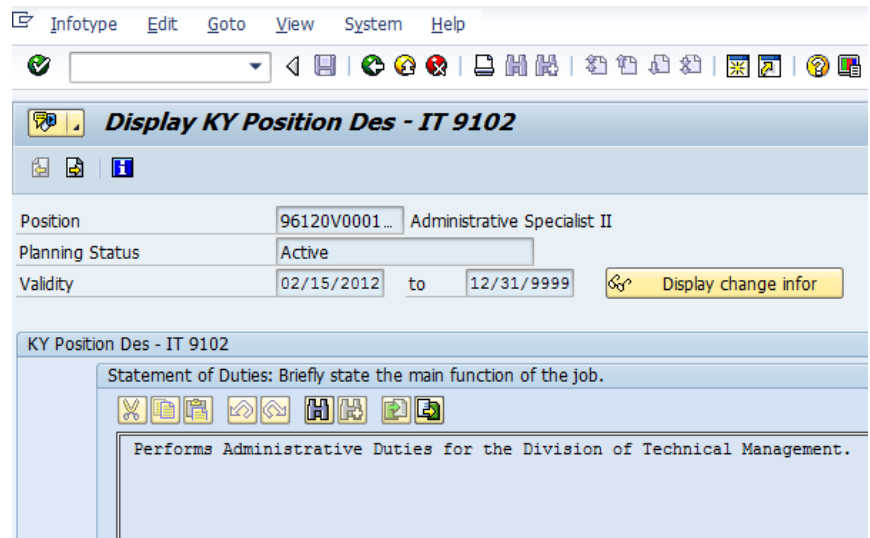
## PRINTING A POSITION DESCRIPTION

8. In this example there are two records. Choose the first record and click the **Choose**  button to view the Position Description for that validity date.



End Date	Start date	A	A	S	S	L	F	H	h	P	K	D	V	Add
12/31/9999	/15/2012	X	X							X	X		X	
02/14/2012	01/01/1900	X	X							X	X		X	

9. Choose the **Print** button 



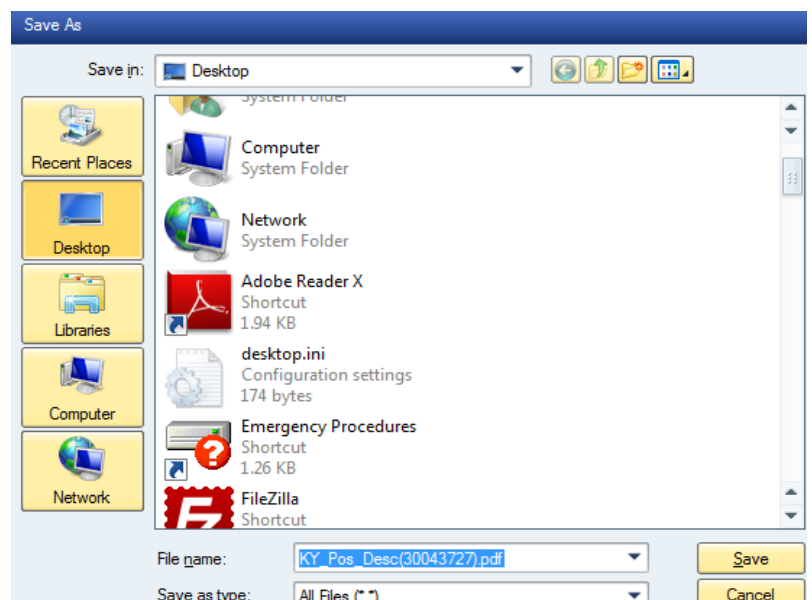
Position: 96120V0001... Administrative Specialist II  
Planning Status: Active  
Validity: 02/15/2012 to 12/31/9999

KY Position Des - IT 9102

Statement of Duties: Briefly state the main function of the job.

Performs Administrative Duties for the Division of Technical Management.

10. This will actually prompt you to save the PD as a PDF file. (We recommend that you create a folder on your desktop to temporarily store these in.)



Save As

Save in: Desktop

File name: KY\_Pos\_Desc(30043727).pdf

Save as type: All Files (\*.\*)

Save



## PRINTING A POSITION DESCRIPTION

11. Once saved, the Position Description will automatically open in the PDF form.

**Kentucky Personnel Cabinet**  
**Position Description**

Position Number: 30043727 - Administrative Specialist II  
Position Description Effective Date: 02/15/2012 to 12/31/9999

Employee Name	Personnel Number	Supervisor Position Number
Lewis , Lucy D	00192106	30043789
Organizational Title	Organizational ID	Organizational Short Text
Office of the Secretary	10101919	35605
Employee Group	Personnel Subarea	Employee Effective Date
B - Non-Chapter	1000 - FT Exempt	07/01/2011 to 12/31/9999
Job Title	Job ID	Job Short Text
Administrative Specialist II	20001826	96120V000101


**Statement of Duties:** Briefly state the main function of the job

Performs Administrative Duties for the Division of Technical Management.

**Task No:1**

Provides Administrative Support to Division Staff by Routing Incoming Phone Calls and Requests and Assisting With Delivery of Division Mail According to Interoffice

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12. Within the PDF choose your **Print** button  and select your preferred print location.

13. Once you have printed the PD exit out of the PDF.

14. In KHRIS click the **Back**  button.



## PRINTING A POSITION DESCRIPTION

15. To view and print the Position description for the second record click on that validity date and click the choose button.



Infotype Edit Goto View System Help

**List Display KY Position Des - IT 9102**

Position 96120V0001... Administrative Sp  
Planning Status Active

KY Position Des - IT 9102

End Date	Start date	A	A	S	S	L	F	H	P	K	D	V	Additional
12/31/9999	02/15/2012	X		X					X	X		X	
02/14/2012	01/01/1900	X		X					X	X		X	

16. Choose the **Print** button



Infotype Edit Goto View System Help

**Display KY Position Des - IT 9102**

Position 96120V0001... Administrative Specialist II  
Planning Status Active  
Validity 01/01/1900 to 02/14/2012

KY Position Des - IT 9102

Statement of Duties: Briefly state the main function of the job.

Performs Administrative Duties for the Division of Energy Services.

17. In this example there were multiple holders of this position with the same Position Description, you will have to choose which employee's PD you want to print. Double click on the desired Perner.

List Edit Goto Settings System Help

**Print Position Description**

Commonwealth of Kentucky  
Program ZPA\_PRINT\_POSITION\_DESCRIPTION  
System ECQ  
Run Date 03/28/2012  
Period Start Date 01/01/1900  
No. Records 2

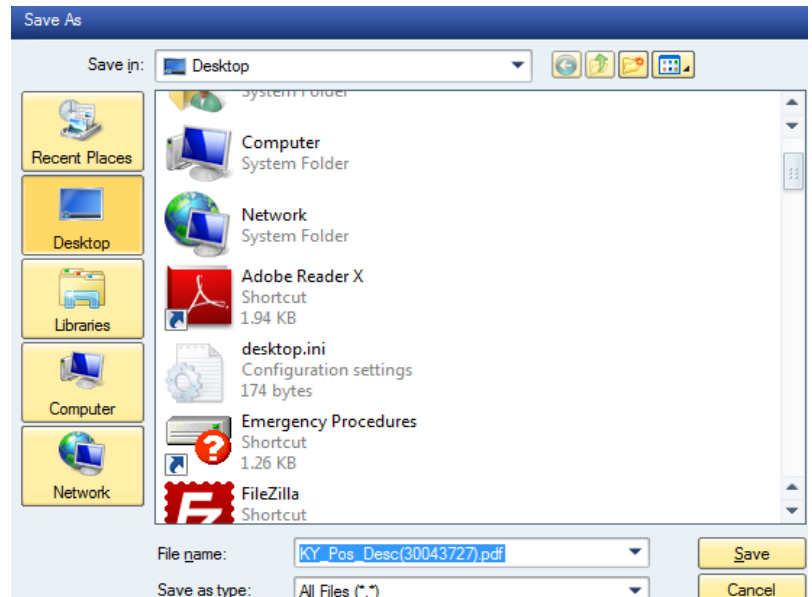
Client 400  
Run Time 04:53:37 PM  
Period End Date 02/14/2012

Pers.No.	Start date	End Date	Name	Pers.area	EE group	Subarea	Position
185532	03/02/2011	04/30/2011	Sims , Daisy F	0001	A	4001	30043727
192106	07/01/2011	12/31/9999	Lewis , Lucy D	0001	B	1000	30043727



## PRINTING A POSITION DESCRIPTION

18. Once again, you must save the PD.



19. Once saved, the Position Description will automatically open in the PDF form.

KY\_Pos\_De556sc(30043727).pdf - Adobe Reader

File Edit View Window Help

1 / 2 76.7% Tools Comment

### Kentucky Personnel Cabinet Position Description

Position Number: 30043727 - Administrative Specialist II  
Position Description Effective Date: 01/01/1900 to 02/14/2012

Employee Name	Personnel Number	Supervisor Position Number
Sims , Daisy F	00185532	30043725
Organizational Title	Organizational ID	Organizational Short Text
Division of Employee Management	10105889	55793
Employee Group	Personnel Subarea	Employee Effective Date
A - 18A	4001 - AHC-FT NExmpt	03/02/2011 to 04/30/2011
Job Title	Job ID	Job Short Text
Public Utilities Financial Analyst IV	20001659	91450V000101

Statement of Duties: Briefly state the main function of the job

Performs Administrative Duties for the Division of Energy Services.

Task No:1

Provides Administrative Support to Division Staff by Routing Incoming Phone Calls and Requests and Assisting With Delivery of Division Mail According to Interoffice

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## PRINTING A POSITION DESCRIPTION

20. Within the PDF choose your **Print** button



and select your preferred print location.

21. Once you have printed the PD exit out of the PDF to return to KHRIS.

22. To print the second holders PD  
Double click second Perner and  
repeat steps 17-21

The screenshot shows a software window titled "Print Position Description". The window has a menu bar with "List", "Edit", "Goto", "Settings", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

**Print Position Description**  
Commonwealth of Kentucky  
**Program** ZPA\_PRINT\_POSITION\_DESCRIPTION  
**System** ECQ  
**Run Date** 03/28/2012  
**Period Start Date** 01/01/1900  
**No. Records** 2

On the right side of the window, the following information is displayed:

**Client** 400  
**Run Time** 04:53:37 PM  
**Period End Date** 02/14/2012

Below the text, there is a table with the following data:

Pers.No.	Start date	End Date	Name	Pers.area	EE group	Subarea	Position
185532	03/02/2011	04/30/2011	Sims , Daisy F	0001	A	4001	30043727
192106	07/01/2011	12/31/9999	Lewis , Lucy D	0001	B	1000	30043727

23. You have successfully Printed a Position Description from KHRIS.